

Operational Timing Update

Dear Team,

I hope this message finds you well. We would like to inform you about some important updates regarding shifts in our operational timing.

New Operational Hours

Effective from **November 1, 2023**, our new operational hours will be as follows:

- Monday to Friday: 8:00 AM - 6:00 PM
- Saturday: 9:00 AM - 4:00 PM
- Sunday: Closed

Reasons for Change

This change has been made to better serve our customers and improve overall efficiency. We believe these new hours will allow us to allocate resources more effectively.

Impact on Staff

Please note that there will be adjustments to the employee shifts to accommodate these new hours. Further details will be shared during the upcoming team meeting.

Thank you for your understanding and continued dedication to our work.

Best regards,

Your Management Team